

# First 72 Hours: VirginiaPA.org Mobile App Installation, How to Create & Submit Your Initial Damage Assessment (IDA)

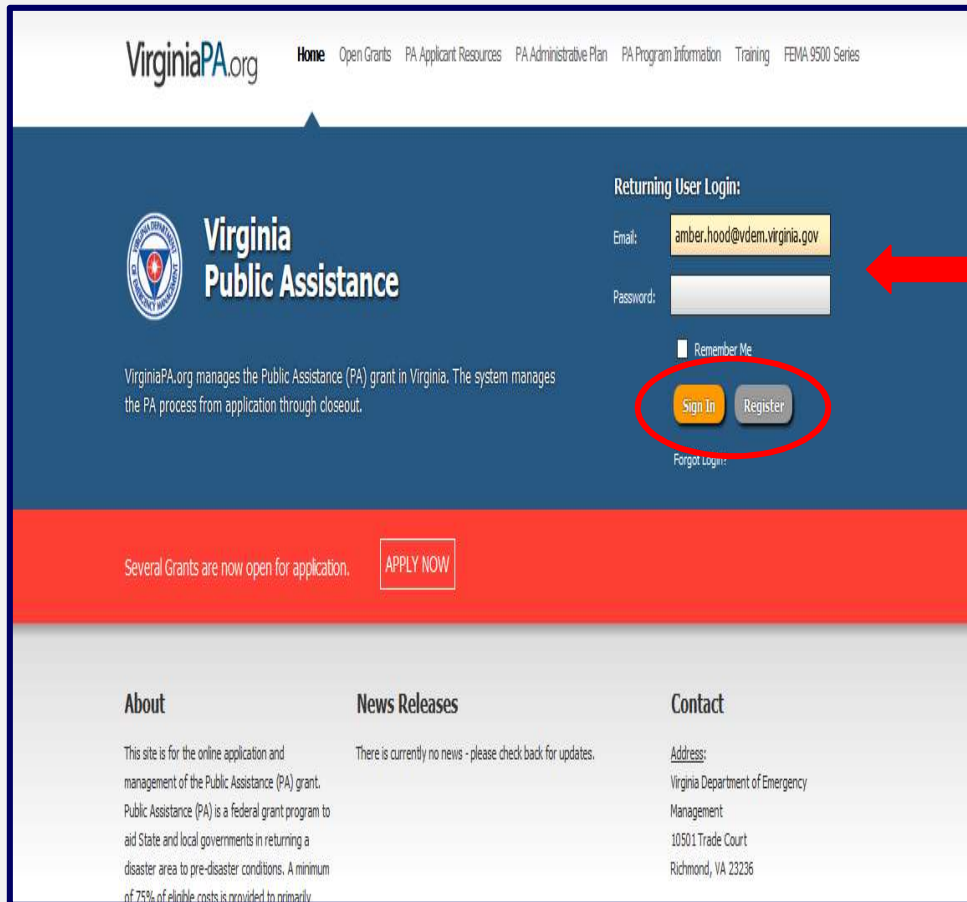
## Just-in-time Hurricane Dorian Training\*

September 2019



Virginia Department of  
**Emergency Management**

# Step 1: Log in or register for an account



The screenshot shows the VirginiaPA.org website. The header includes the VirginiaPA.org logo and navigation links: Home, Open Grants, PA Applicant Resources, PA Administrative Plan, PA Program Information, Training, and FEMA 9500 Series. The main content area features the Virginia Public Assistance logo and a description of the program. Below this, there is a login section with fields for Email (containing 'amber.hood@vdem.virginia.gov') and Password. A 'Remember Me' checkbox is present. Below the password field, the 'Sign In' and 'Register' buttons are circled in red. A red arrow points from the text 'enter your email address and password here to log in' to the email field. At the bottom of the login section, there is a 'Forgot Login?' link. Below the login section, there is a red banner with the text 'Several Grants are now open for application.' and an 'APPLY NOW' button. The footer contains three columns: 'About', 'News Releases', and 'Contact', each with descriptive text.

Start by going to <https://virginiapa.org>

- If you already have an account, enter your email address and password here to log in and ensure your account is active.
  - To reset password, select **“Forgot Login?”**. You will be directed to another screen where you will input your email address and await emailed instructions.



# Step 1: Log in or register for an account

- If you do not already have an account, select the “**Register**” option.
  - Fill out all boxes highlighted in red in order to successfully submit the request for an account.
  - **Submit** registration request.
  - Once complete, VDEM PA staff will be notified and advance your request/finalize account set up.

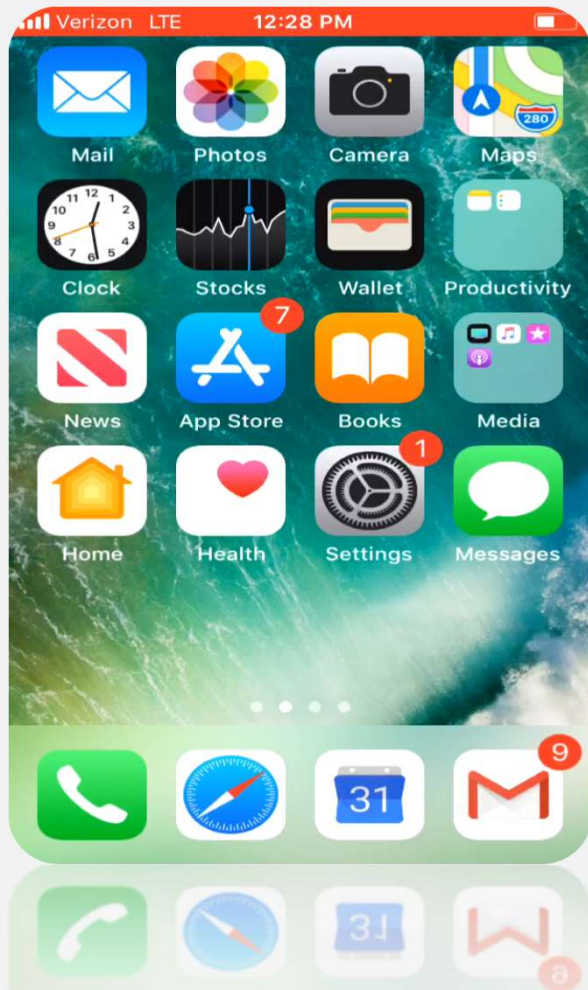
The screenshot shows a web form titled "Register" with a sidebar menu on the left containing links: "Open Grants", "PA Applicant Resources", "PA Administrative Plan", "PA Program Information", "Training", and "FEMA 9500 Series". The main form area is titled "Register for Access" and contains the following fields and options:

- Name Prefix: [Red box]
- First Name: [Red box]
- Middle Name: [Red box]
- Last Name: [Red box]
- Name Suffix: [Red box]
- Title: [Red box]
- Email: [Red box]
- Phone - Business: [Red box]
- Is Direct Line: [Red box]
- Phone - Fax: [Red box]
- Phone - Cell: [Red box]
- Request Type: [Red box]
- Please select your user type: [Red box]
- Applicant Organization: [Red box]
- Requested Permission Level: [Red box]
- Reason for Requested Access: [Red box]
- Grant Number: [Red box]
- Position: [Red box]
- Assignment Description: [Red box]

At the bottom right, there is a "Register" button highlighted with a red circle. Red arrows point from the text instructions to the red boxes and the "Register" button.



## Step 2: Download MB3 mobile app

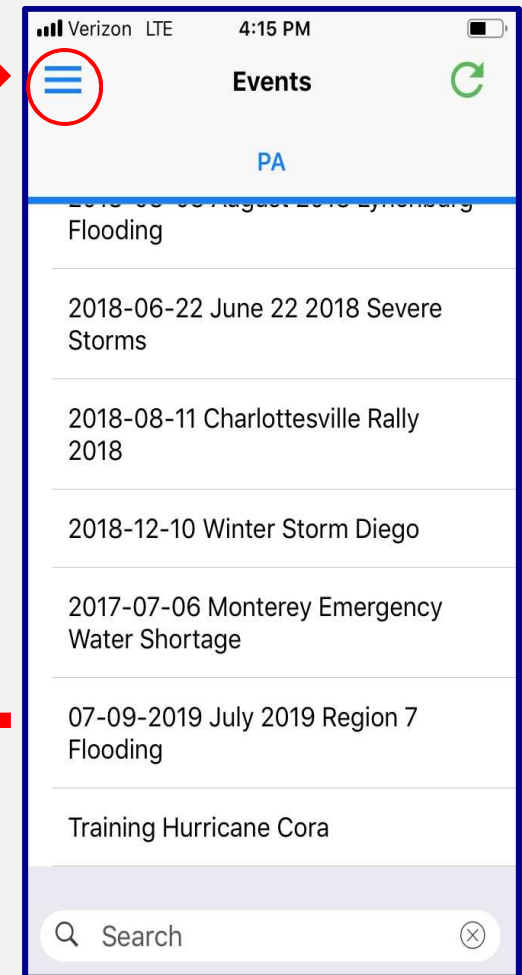
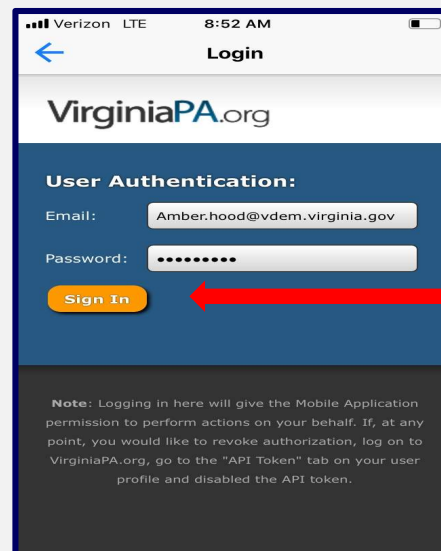
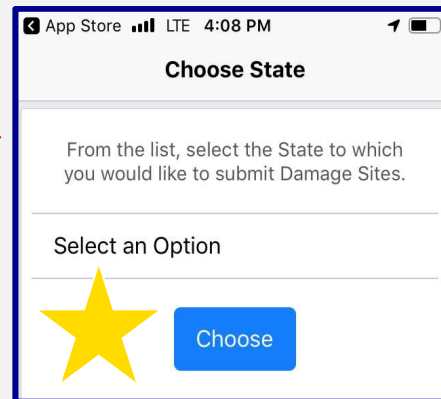


1. From your mobile device, locate your iPhone or Android app store.
2. In the search bar, type “**MB3 PDA**” and download.
3. Once download is complete, select “**Open**”.



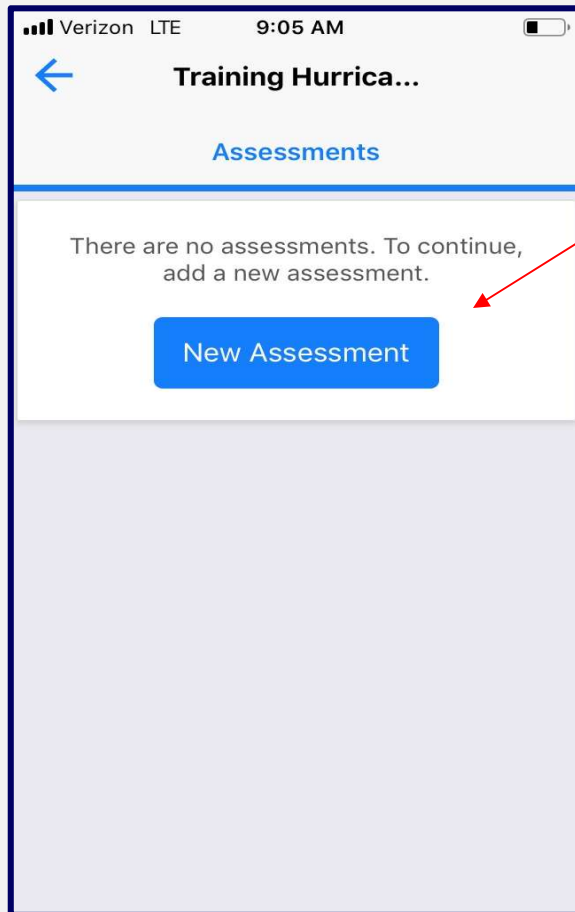
# Step 3: Logging in!

1. Once you have successfully downloaded and opened the app, you will see the screen to the right.
2. **“Select an Option”** and choose your state from the drop down list, then select **“Choose”**.
3. The next screen will have a menu located at the top left corner of the screen. Tap the three bars, then select **“Login”**. As long as your VirginiaPA credentials are active, login should be successful.
4. After successfully logging in, you will be directed back to the list of all open events for your chosen state. For training purposes, we are using **“Training Hurricane Cora”**.





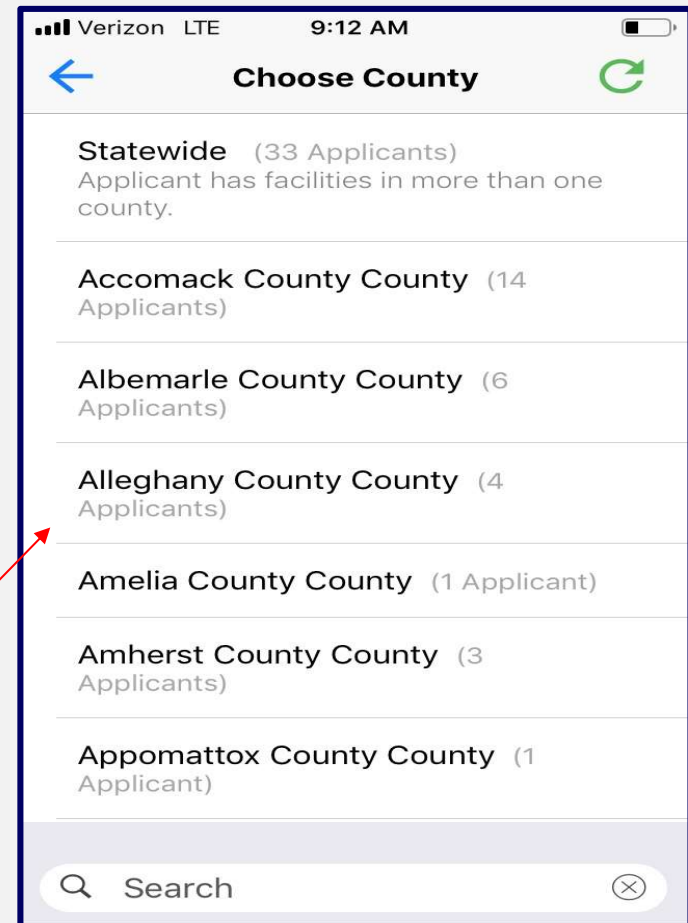
# Step 4: Adding New Assessment/Site



Step 1: Select  
"New Assessment"



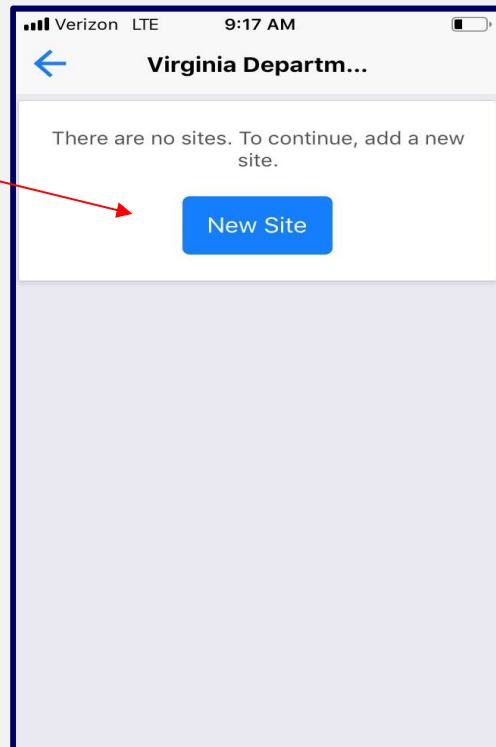
Step 2: Select your **County**  
or choose **Statewide**, if  
applicable (State agencies,  
Electric Coop, etc.)



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# Step 4: Adding New Assessment/Site

Step 3: Select  
"New Site"



Verizon LTE 9:17 AM

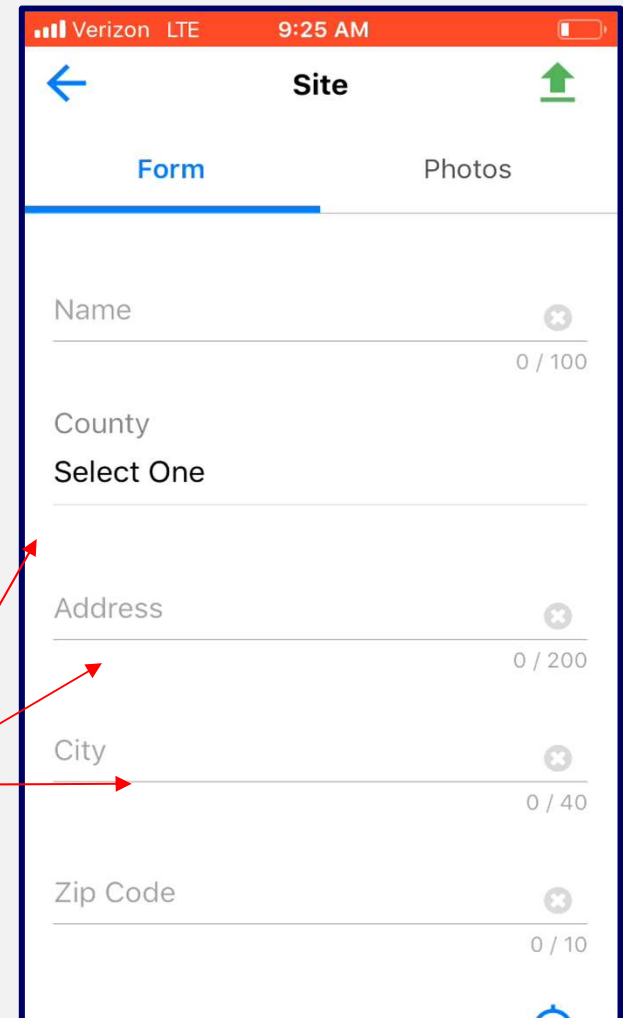
← Virginia Departm...

There are no sites. To continue, add a new site.

New Site



Step 4: Enter as much  
information as you can for  
each field. See video for a  
brief overview of sections.



Verizon LTE 9:25 AM

← Site ↑

Form Photos

Name 0 / 100

County  
Select One

Address 0 / 200

City 0 / 40

Zip Code 0 / 10



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# Adding site by Category: A

## Debris Removal



The site name should be a naming convention that makes it easy for you and VDEM to track: (examples below)

VEGETATIVE	CONSTRUCTION
SAND	MUD
GRAVEL/ROCKS	VEHICLE/VESSEL WRECKAGE
PRIVATE PROPERTY (PRIOR APPROVAL REQ)	DEMOLITION etc

A quick and easy way to estimate the height (H): stand next to the pile!

CY (cubic yard)= (L x W x H)/ 27

### Conversion factors

Construction/demolition: 1 ton= 2 CY

Mixed debris: 1 ton= 4 CY

Vegetative debris:

Hardwoods: 1 ton= 4 CY

Softwoods: 1 ton= 6 CY

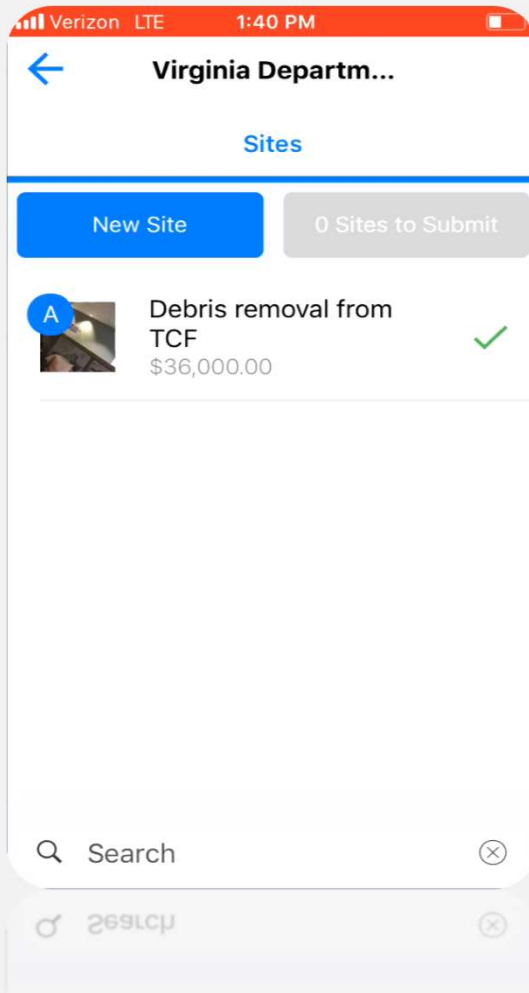
Fill in as much information as possible within each field. Remember, even though you cannot edit the site from the mobile app once you have submitted, you will be able to remove/add to from your computer if needed.



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# Adding site by Category: B



The screenshot shows the 'Virginia Department of Emergency Management' mobile app interface. At the top, it says 'Sites'. Below this, there are two buttons: 'New Site' (blue) and '0 Sites to Submit' (grey). A site entry is shown with a blue circle containing the letter 'A', a small image of a debris pile, the text 'Debris removal from TCF', and the amount '\$36,000.00'. A green checkmark is to the right of the entry. At the bottom, there is a search bar with a magnifying glass icon and a 'Search' button.

## Emergency Protective Measures

The site name should be a naming convention that makes it easy for you and VDEM to track: (examples below)

PRE-POSITIONING OF RESOURCES	EVACUATION/SHELTER
EOC	FIRE/EMS
GENERATOR	DISSEMINATION OF INFORMATION
SAR	DEMOLITION etc

•<https://www.fema.gov/media-library/assets/documents/111781>

Fill in as much information as possible within each field. Remember, even though you cannot edit the site from the mobile app once you have submitted, you will be able to remove/add to from your computer if needed.

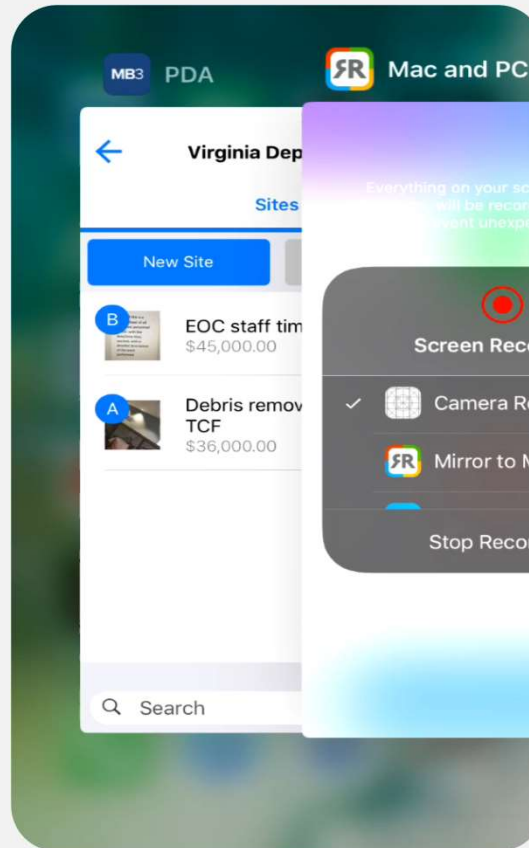


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# Adding site by Category: C-G

Permanent work (Categories C-G) is work required to restore a facility to its pre-disaster design and function.

- Cat C- Roads/bridges
- Cat D- Water control facilities
- Cat E- Buildings/Equipment
- Cat F- Utilities
- Cat G- Parks, recreational, and other facilities



- When adding permanent work sites, process is the same as Cat A/B with the additional option to choose whether or not Hazard Mitigation (406) applies. As seen in video, if 406 could/does apply, simply select the option. No additional information is required at the time of site submission.
- Once all sites have been submitted, exit the assessment by selecting the blue arrow on the upper left side of the screen.
- From there, you will see the main menu where the **"Logout"** option is given.



# Step 5: Review Assessment/Sites

Log into VirginiaPA.org from your desktop using your credentials.

From **My Home**, you will see a list of all open grants attached to you as an Applicant user. Select the applicable event from the list or type the event in **Quick Search** bar. (Hurricane Cora is used for training purposes).

Quick Start Guides?

Welcome to VirginiaPA.org! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen ( ? ).

Open Grants

Quick Search: 22 results

Program	Grant #	Grant Name	Declared Date
SPA	2019-1-12	Winter Storm Gloria	Jan 12, 2019
PA	4411	Hurricane Michael	Dec 18, 2018
SPA	2018-12...	Winter Storm Diego	Dec 8, 2018
PA	4401	Hurricane Florence	Oct 15, 2018

My Inbox Summary

Inbox | 139 total, 130 unread

Drafts | 0 total

Resources

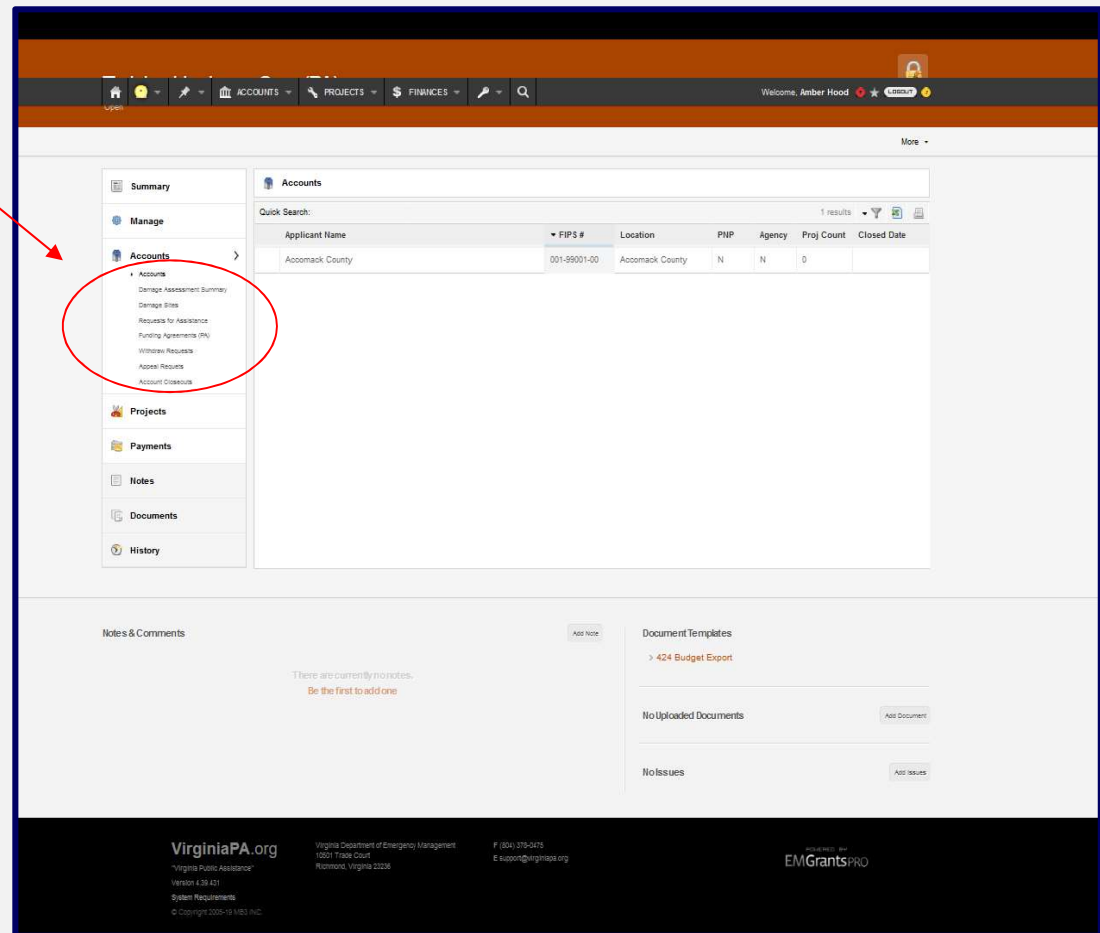
- VDEM Staff Resources
- PA Applicant Resources
- PA Administrative Plan
- PA Program Information
- Training
- FEMA 3600 Series
- News Archive



# Step 5: Review Assessment/Sites

Select **Damage Sites** from the **Accounts** drop down menu

The damage sites (previously entered under the damage assessment from your mobile device) will be listed after selecting **Damage Sites**. Select a site to review to proceed to the next screen.



The screenshot shows the VirginiaPA.org interface. The top navigation bar includes links for HOME, ACCOUNTS, PROJECTS, FINANCES, and a search icon. The user is logged in as 'Welcome, Amber Hood'. The left sidebar contains a 'Manage' section with a dropdown menu for 'Accounts'. This menu is circled in red, and a red arrow points from the text box on the left to it. The 'Accounts' dropdown menu includes options: Accounts, Damage Assessment Summary, Damage Sites, Requests for Assistance, Funding Agreements (FA), Withdraw Requests, Address Requests, and Account Closures. The main content area displays a table with columns: Applicant Name, FIPS #, Location, PNP, Agency, Proj Count, and Closed Date. The table contains one row for 'Accomack County' with FIPS # 001-99001-00. Below the table, there are sections for 'Notes & Comments' (with a message 'There are currently no notes. Be the first to add one'), 'Document Templates' (with a link to '424 Budget Export'), 'No Uploaded Documents' (with an 'Add Document' button), and 'No Issues' (with an 'Add Issues' button). The footer includes the VirginiaPA.org logo, contact information for the Virginia Department of Emergency Management, and the EMGrantsPRO logo.

Applicant Name	FIPS #	Location	PNP	Agency	Proj Count	Closed Date
Accomack County	001-99001-00	Accomack County	N	N	0	



# Step 5: Review Assessment/Sites

Within the site selected, you have the option to edit any section, **Delete** the site or **Create another damage site**. Remember to click **Save** when finished.

Select **Back to damage assessment** after review/edit of site is complete.

Same Cat A site but from desktop version





# Virginia Public Assistance PDA Summary of damages for potential Sub-grantee:

Damage Assessment #145 - Hurricane Cora - Virginia Depart...

Routing in Progress: Submission (Step 1 of 4)

Summary ← Damage Sites → Category of Work Breakdown

Virginia Public Assistance  
PDA Summary of Damages for Potential Sub-Grantee

Date of PDA	Primary Name	Primary Email	Applicant Info	Total Annual Operating Budget	Annual Maintenance Budget
Jul 28, 2019	Amber Hood	amber.hood@edem.virginia.gov	Virginia Department of Emergency Management	\$20,000,000.00	\$2,500,000.00

Category	Inspected		Projected		Total	
	# of Sites	Cost	# of Sites	Cost	# of Sites	Cost
A - Debris Removal	1	\$36,000.00	0	\$0.00	1	\$36,000.00
B - Emer. Prot. Meas.	1	\$45,000.00	0	\$0.00	1	\$45,000.00
Emergency Work Sub-Total						\$81,000.00
C - Roads & Bridges	1	\$95,000.00	0	\$0.00	1	\$95,000.00
D - Water Control Facilities	0	\$0.00	0	\$0.00	0	\$0.00
E - Buildings and Equipment	0	\$0.00	0	\$0.00	0	\$0.00
F - Utilities	0	\$0.00	0	\$0.00	0	\$0.00
G - Parks, Other	0	\$0.00	0	\$0.00	0	\$0.00
Permanent Work Sub-Total						\$95,000.00
Cumulative Emergency/Permanent Work Total:						\$176,000.00

Damage sites are rolled up into a Preliminary Damage Assessment (PDA) report, as shown above. Sites entered under each damage assessment will populate their respective categories. Example: Cat B with an estimated total cost of \$45,000.00.

After selecting “**Back to damage assessment**” from the previous screen, you will be directed to the **Summary page** of the assessment. All sites previously entered (for that specific event) from your mobile device/app will be listed in the summary.

To locate PDA Summary, select “**Category of work breakdown**” from the “**Damage Sites**” tab on the left hand side of the screen.



That's it! What did  
you think?

Questions?  
Comments?



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